

**MINUTES OF MEETING
SUNSHINE WATER CONTROL DISTRICT**

The Regular Meeting of the Sunshine Water Control District's Board of Supervisors was held on **Wednesday, December 10, 2008, at 6:30 p.m.**, in the **Commission Chambers, Coral Springs City Hall, 9551 West Sample Road, Coral Springs, Florida 33065.**

Present at the meeting were:

Mary Macomber	President
Dave Hulett	Vice President
Emily Heafy	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Doug Paton	Client Services Manager
Bruce Cranmer	General Counsel
Rhon Ernest-Jones	District Engineer
Cory Selchan	Field Superintendent
Tom Donahue	Engineer
Cedo DaSilva	CH2M Hill
John McKune	McKune & Associates
Gloria Rossamano	Community Bank of Broward
Mr. Polemeni	Program Manager - Emergency Expansion Project

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

The meeting was called to order at 6:31 p.m. All Supervisors were present at Roll Call.

SECOND ORDER OF BUSINESS

**Consideration of Resolution 2009-1,
Amending the General Fund Budget for
Fiscal Year 2008**

Mr. Wrathell referred to Resolution 2009-1 in the Agenda packet and said this is a proposed amendment to the General Fund Budget for Fiscal Year 2008. He explained that, from an auditing perspective, when the District goes over its budgeted expenses in total for the fiscal year, it is required to submit a year-end budget amendment. He noted there are invoices attributable to activities within Fiscal Year 2008 that may accrue back to Fiscal Year ending

September 30, 2008. He added that some outstanding invoices and retainage for the NRCS project are being paid. This work will be appropriately budgeted in the Fiscal Year 2009 Budget, but some will be attributed to the Fiscal Year 2008 Budget. Mr. Wrathell briefly reviewed the budget amendment line items. He explained that this amendment expects the expenses to be approximately \$3.408 million, or less. He stated staff is attempting to comply with the timeline to have an amended budget complete in time to meet the auditors' requirements.

On MOTION by Mr. Hulett and seconded by Ms. Heafy, with all in favor of approving Resolution 2009-1.

THIRD ORDER OF BUSINESS

Consideration of Amendment No. 5 to Project Agreement between Sunshine Water Control District and United States Department of Agriculture Natural Resources Conservation Service

Mr. Wrathell deferred to Mr. Paton. Mr. Paton explained that during the canal restoration project, the contractor, Globe Tec, used a subcontractor to haul excess dirt and silt away from the canal banks; however, the bill from Globe Tec, for about \$87,000 in hauling fees, did not get to CH2M Hill until later. Prior to this bill, the District was about \$50,000 under the authorized amount allowed by the NRCS, but this additional bill brought the District over by \$37,000. Mr. Paton stated that he and Mr. McKune approached the NRCS, which increased the allotment for in-kind services and ultimately covered this additional amount.

Mr. Paton presented a brief summary of the project. He advised that the total project cost was \$2,323,740; the NRCS reimbursed the District for \$1,665,125, which is 72% of the whole cost, while the District paid 28% of the project cost.

Ms. Macomber commended staff for the excellent work done on this project. Mr. Hulett agreed and said that all parties were well served on this project and could take pride in this work.

On MOTION by Ms. Heafy and seconded by Mr. Hulett, with all in favor of approving Amendment No. 5 to the Project Agreement between Sunshine Water Control District and the U.S. Department of Agriculture NRCS.

FOURTH ORDER OF BUSINESS

Consideration of First Amendment to Interlocal Agreement Between Coral Springs Improvement District and Sunshine Water Control District

Mr. Wrathell stated that the District had been trying to finalize an Interlocal Agreement between the District and the Coral Springs Improvement District (CSID). He recalled that the District requested that language be included in the original agreement to reflect that the District participates in its group health insurance plans. He advised this amendment provides further clarification about the relationship that the District's employees operate under, with regard to the health insurance plan. Mr. Wrathell said this agreement accomplishes the purpose intended to sustain the District's relationship with the CSID and recommended it for adoption.

On MOTION by Mr. Hulett and seconded by Ms. Heafy, with all in favor of approving the First Amendment to the Interlocal Agreement between the Coral Springs Improvement District and the Sunshine Water Control District.

FIFTH ORDER OF BUSINESS

Discussion: RFP for Post Hurricane Cleanup Services

Mr. Wrathell recalled that the District piggybacked on the City's contract to hire the firm of Phillips & Jordan for hurricane clean up services. He advised going through the mechanics of going out for an RFP/RFQ in the Spring. He suggested it would be a good idea for the District to learn about other service providers. Mr. Wrathell said staff modified the scope of services on the piggyback agreement to include canal cleanup. He voiced concern about the response from NRCS representatives about potential future funding for hurricane cleanup. He suggested that it would be prudent to start putting together a bid package and then going through the bid process in the Spring.

Mr. Cranmer advised that he received both signed contracts from Malcolm Pirnie and Phillips & Jordan. Mr. Wrathell said staff will likely present the bid package in Spring.

SIXTH ORDER OF BUSINESS

Discussion: Community Bank of Broward

- a. **Shareholder Letter**

Mr. Wrathell advised that the Community Bank of Broward approached the District six (6) to eight (8) months earlier, voicing interest about handling the District's checking account services. He recalled that, at the time, he had concerns about switching banks, as several banks were going through failures. He commented the District's checking account is at or below the \$200,000 FDIC limits, along with \$1.5 million invested in U.S. Treasuries. Mr. Wrathell said his previous concerns from that point in time have all been addressed. In this regard, he said he does not have any requirements, other than the bank being a Qualified Public Depository with good, user-friendly service. He noted Wachovia is the District's primary bank and said the Board members can, at their discretion, choose whether to switch banks. Ms. Macomber asked if Mr. Wrathell is familiar with Community Bank of Broward. Mr. Wrathell said no and that his firm does considerable business with SunTrust Bank.

b. Message from President and CEO

Gloria Rossamano, representing Community Bank of Broward, introduced herself. She advised that all checking account balances in Demand Deposit Accounts (DDA) are all insured by the FDIC. She explained that the DDA refers to a "non-interest bearing demand account." She stated that because the District meets the bank's minimum requirements, it would not be charged any fees.

Mr. Hulett commended the Community Bank of Broward for conducting business very successfully during a tumultuous time in the banking industry. He said he would be happy to welcome this bank to the District's team.

On MOTION by Mr. Hulett and seconded by Ms. Heafy, with all in favor of engaging Community Bank of Broward as the District's new Qualified Public Depository.

c. Qualified Public Depository Monthly Report

Mr. Hulett stated that Community Bank of Broward is a Qualified Public Depository.

SEVENTH ORDER OF BUSINESS

Update: Permit 2007-14, Broward Housing Solutions

Mr. Wrathell stated that he received a call from Mr. Hanks regarding this matter. He commended Mr. McKune and Mr. Donahue for conducting a site visit and quickly addressing the issue.

Mr. Ernest-Jones explained that Mr. Hanks, the engineer for this project, reported problems with canal bank slopes that were too steep. He stated Mr. McKune, Mr. Donahue and Mr. Hanks examined the side banks and found there was very hard rock that prevented the 4:1 slope; ultimately, they were able to achieve a 3.5:1 slope. Mr. Ernest-Jones said there was a pressing need to get the Certificate of Occupancy from Broward Housing Solutions and eventually, this matter was successfully resolved. He stated Mr. Hanks is responsible for certifying that this project has been successfully completed.

EIGHTH ORDER OF BUSINESS**Consideration of Permits:**

- **Broward Health: Coral Springs Medical Center – Emergency Expansion**

Ms. Macomber invited the representative in attendance to address the Board. Mr. Polemeni, Program Manager for the Emergency Expansion Project, introduced himself. Mr. Ernest-Jones said staff recommends approval of this permit with the standard condition that all modifications to the drainage system should be in complete compliance with the SWCD criteria manual.

On MOTION by Ms. Heafy and seconded by Mr. Hulett, with all in favor of approving the Broward Health permit, with conditions, as stated.

- **Pinnacle Group: Greater Coral Springs Research Park Addition II**

Mr. Ernest-Jones said this permit concerns a minor amendment to the back of the warehouse, which is adjacent to a District right-of-way. He said staff recommends approval with the standard condition that all modifications to the drainage system should be in complete compliance with the SWCD criteria manual, in addition to securing a permit modification from the South Florida Water Management District.

On MOTION by Mr. Hulett and seconded by Ms. Heafy, with all in favor of approving the Pinnacle Group permit, with conditions, as stated.

• **City of Coral Springs: Replace Existing Outfall on Coral Hills Drive**

Mr. Ernest-Jones stated staff provided significant comments to the engineer and will have a recommendation the following month.

NINTH ORDER OF BUSINESS

Approval of November 12, 2008 Regular Meeting Minutes

Corrections were provided to the minutes as follows:

Line 136: Revise first sentence as follows: “but it is still a good fit for everyone to have it there.”

Line 160: Change “recalled” to “stated”.

Lines 242: Change “staff” to “the contract human resource provider.”

On MOTION by Ms. Heafy and seconded by Mr. Hulett, with all in favor of approving the November 12, 2008 Regular Meeting Minutes, as amended.

TENTH ORDER OF BUSINESS

Other Business

There being no Other Business, the next item followed.

ELEVENTH ORDER OF BUSINESS

Staff Reports

a. Attorney

Mr. Cranmer reported that he received the executed piggyback agreements with Phillips & Jordan and Malcolm Pirnie.

Mr. Cranmer advised that he has been attempting to get the Broward County Revenue Collector’s office to send the District’s tax bills to his new address. Mr. Cranmer advised that he received all the TRIM notices last year; but this month, he did not receive the two (2) bills the District paid. He advised that he pulled these from the Internet and forwarded them to Mr.

Wrathell. Mr. Wrathell said the Broward County Revenue Collector still had the old CSID office as the mailing address. Mr. Wrathell advised that his firm usually asks the districts it serves to send the TRIM notices directly to his office. He explained that his staff reviews rolls for all districts and, if necessary, files for property tax exemptions where applicable. Mr. Wrathell thanked Mr. Cranmer for forwarding these.

b. Engineer

Mr. Ernest-Jones reported that the District mapping project is going well and is expected to be completed by the end of the month.

Mr. Ernest-Jones reported that the water control plan is nearly finished; the only portion missing is the finalization of the CIP, which staff is currently addressing. He commented that the final CIP would be ready by the following month. This will be attached to the Water Control Plan. He added that staff is addressing a few comments on the water use plan. Mr. Ernest-Jones said there are some fairly extensive proposals concerning replacements for Pump Stations 1 and 2; staff is bringing in some additional sub-consultants who are specialists in heavy duty electrical work.

Ms. Macomber voiced concern that discussions were held about the possibility of replacing these pump stations. Mr. Wrathell explained that he asked staff to look at the CIP, with the goal of comprehensively upgrading the District's system and pump stations. He said staff was asked to optimally design the system to be as up to date and fully functional as possible. Mr. Wrathell said the CIP may include costs for this proposed upgrade; however, these costs could be whittled down before being presented to the Board. He said these proposals may include costs for a new form of housing over the pump stations. He said in his view, this is a Capital Improvement Program, as staff is attempting to modernize a 40-year-old system. If these costs are too expensive, staff can look at scaling down costs.

i. Pump Station 3 Removal

Mr. Ernest-Jones said staff received approval from the SFWMD and from homeowners to remove this pump station. He indicated that a proposal was attached for the Board's consideration. He advised that the SFWMD will make the District demonstrate that its system will operate without this pump station. Mr. Ernest-Jones requested additional time to work with Mr. Selchan and staff to address this proposal.

Mr. Hulett commented that he had a small number in mind and said he would rather put the \$50,000 toward the engineering program. He asked Mr. Selchan if he had spoken to anyone about the propane. Mr. Selchan responded affirmatively. He reported he contacted the propane provider who said they needed to come out and look at the withdrawal system. Mr. Hulett commented that this project would be nice, but in his opinion, it is not absolutely necessary at this time. Mr. Selchan voiced confidence that the fuel tank is safe.

Mr. DaSilva, of CH2M Hill, reported that the canal restoration work was complete. He advised that he forwarded all plans and documents to the engineer. Mr. DaSilva thanked the Board for the work on this project.

Mr. Ernest-Jones commented that his firm served as design engineer for the project that was approved and completed in the Corporate Park; however, the client has requested a plan amendment, which requires a letter from the District. He explained this is a legal document that will allow the client to break the site up into six (6) units. He suggested the Board allow Mr. DaSilva to spend some time reviewing this. Mr. DaSilva said he would be willing to perform this task. The Board members were in agreement with this request.

Mr. Ernest-Jones reported that the Corporate Park flooding issue is hovering between the City and the Association.

ii. East-West Basin Interconnect Grant Application

Mr. Ernest-Jones said there is a proposal to make the interconnect. He stated there are some minimal advantages to the District. He commented that the interconnect does assist in the creation of a clean drinking water source; however, he pointed out that the mission of the SWCD is to serve as a drainage district. Mr. Ernest-Jones advised Broward County will pay for half of this fee with grant funding. He suggested staff pursue this matter further with the City and table this discussion for now. He added the deadline for the grant is January or February.

This item was deferred to next month's agenda.

c. Field Supervisor

Mr. Selchan stated he had no open issues at this time and said the District accomplished its goals for 2008.

d. Manager

i. Unaudited Financial Statements as of October 31, 2008

Mr. Wrathell presented the Unaudited Financial Statements as of October 31, 2008. He stated that October is the first month of the 2009 Fiscal Year. He provided a brief overview of the General Fund balance sheet, which reflects \$60,114 in the Wachovia checking account. He also indicated that the Treasury Bills will mature the following day. He requested the Board's permission to keep these funds in Treasury Bills for another 60 days. He advised that tax receipts will start coming in to the District in December and January, so the District will be fine. Mr. Wrathell indicated that invoices and NRCS retainage work is reflected as accounts payable. He explained that a considerable amount of revenues will be used to offset certain capital expenses. He stated staff has a goal to sit down and discuss the idea of rebuilding reserves.

On MOTION by Mr. Hulett and seconded by Ms. Heafy, with all in favor of approving the October 31, 2008 Unaudited Financial Statements.

ii. Update: CSID Personnel Manual

Mr. Wrathell recalled that, at the last meeting, the Board was asked to request that CSID personalize its Human Resource Manual to reflect SWCD. He stated he spoke with an individual at CSID and will put in a formal request to have this completed. Mr. Wrathell said he will report back to the Board at the next meeting. Mr. Hulett asked Mr. Wrathell to ensure the material in the manual is current and accurate.

iii. Permit Application Log

Mr. Wrathell indicated that the Permit Application Log sheet was provided as an informational item.

iv. NEXT MEETING DATE: January 14, 2009 at 6:30 P.M.

Mr. Wrathell advised that the next meeting will be held on January 14, 2009 at 6:30 p.m.

TWELFTH ORDER OF BUSINESS

Audience Requests

Comments/Supervisors'

Mr. Hulett suggested the Board consider some publicity efforts to report on the District's recent successes via press releases, community literature and an update on the City's website.

THIRTEENTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned at 7:55 p.m.


Secretary/Assistant Secretary


President/Vice President